

Message Text

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PAGE 01 STATE 197662
ORIGIN EA-12

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R 042214Z AUG 78
FM SECSTATE WASHDC
TO AMEMBASSY ATHENS
AMEMBASSY BANGKOK
AMEMBASSY BELGRADE
AMEMBASSY BERN
AMEMBASSY BOGOTA
AMEMBASSY BONN
AMEMBASSY BRASILIA
AMEMBASSY BRUSSELS
AMEMBASSY BUENOS AIRES
AMEMBASSY CANBERRA
AMEMBASSY CARACAS
AMEMBASSY COPENHAGEN
AMEMBASSY HELSINKI
AMCONSUL HONG KONG
AMEMBASSY JAKARTA
AMEMBASSY JIDDA
AMEMBASSY KINSHASA
AMEMBASSY LAGOS
AMEMBASSY LONDON
AMEMBASSY MANILA
AMEMBASSY MADRID
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AMEMBASSY MEXICO
AMEMBASSY NEW DELHI
AMEMBASSY OSLO
AMEMBASSY OTTAWA
AMEMBASSY PARIS
AMEMBASSY QUITO
AMEMBASSY ROME

AMEMBASSY SEOUL
AMEMBASSY SINGAPORE
AMEMBASSY STOCKHOLM
AMEMBASSY TAIPEI
AMEMBASSY TEHRAN
AMEMBASSY TEL AVIV
AMEMBASSY THE HAGUE
AMEMBASSY TOKYO
AMEMBASSY VIENNA

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E.O. 11652:N/A

TAGS: BEXP

SUBJECT: FY 78 CCP - FOURTH QUARTER REPORT

1. CCP SECTION VII (ADMINISTRATIVE PROCEDURES), COMMON TO ALL CCPS, HAS BEEN REVISED FOR FY 79 IN SEVERAL RESPECTS, INCLUDING THE CHARACTER AND CONTENT OF PROGRESS REPORTS. WE BELIEVE THE REVISED GUIDELINES WILL IMPROVE THE USEFULNESS OF THE PROGRESS REPORTS FOR BOTH POSTS AND WCAGS AND SEE NO REASON TO DELAY THEIR APPLICATION. WE REQUEST, THEREFORE, THAT POSTS SUBMIT FOURTH QUARTER REPORTS FOR FY 78 ACCORDING TO THE GUIDELINES OF THE UNCLASSIFIED

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FY 79 CCPS.

2. OUR GOAL IS TO HAVE FY 79 CCPS IN POSTS' HANDS BEFORE THE END OF FY 78. FOR CONVENIENCE, HOWEVER, THE GUIDELINES DESCRIBING THE FOURTH QUARTER REPORT ARE REPRODUCED BELOW.

3. THE EMPHASIS IN THE QUARTERLY PROGRESS REPORTS SHOULD SHIFT ACCORDINGLY AS THE YEAR PROGRESSES ...

FOURTH QUARTER:

OCTOBER REPORT SHOULD CONVEY THE MISSION'S RETROSPECTIVE ACCOUNT AND EVALUATION OF THE COMPLETED PROGRAM. IT SHOULD CONTAIN MANAGEMENT-ORIENTED DATA OF THE TYPE DESCRIBED BELOW ...

CHARACTER AND CONTENT OF PROGRESS REPORTS

PROGRESS REPORTS PERIODICALLY PROVIDE BOTH THE MISSION AND THE WASHINGTON COMMERCIAL ACTION GROUP WITH OPPORTUNITIES TO UNDERTAKE MANAGEMENT REVIEWS OF THE

COMMERCIAL PROGRAM TO IDENTIFY ITS ACCOMPLISHMENTS AND PROBLEMS AND ITS CONGRUENCE WITH OR VARIANCE FROM THE ANNUAL PLAN. THEY OFFER OPPORTUNITIES TO ASSESS CHANGES IN ECONOMIC-COMMERCIAL CONDITIONS AND WORKLOAD DEMANDS AND POSSIBLE ALTERATIONS IN PROGRAM GOALS OR ACTIVITIES, INCLUDING RESOURCE UTILIZATION ...

THE FOURTH AND FINAL PROGRESS REPORT SHOULD ALSO CONTAIN A THOUGHTFUL ANALYSIS OF THE EXPERIENCE WITH THE CCP DURING THE JUST COMPLETED FISCAL YEAR. IN ADDITION TO THE TYPES OF COMMENTARY INCLUDED IN THE OTHER THREE REPORTS IT SHOULD:

-- RELATE ACTUAL LEVEL OF ACTIVITY IN QUANTITATIVE
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TERMS TO THE NUMBERS SHOWN IN THE PROJECTIONS COLUMN OF SECTION V-A (PERSONNEL RESOURCES ALLOCATION BY INDIVIDUAL ACTIVITY);

-- COMMENT ON ANY SIGNIFICANT DEVIATIONS IN AVAILABILITY OF TOTAL PERSON WORKDAYS FOR THE YEAR AS A WHOLE AND ON SIGNIFICANT REALLOCATIONS OF WORKDAYS AMONG THE INDIVIDUAL ACTIVITIES AS SET FORTH IN SECTION V-A.

-- EVALUATE THE EFFECTIVENESS OF THE YEAR'S COMMERCIAL PROGRAM, IN TERMS OF THE CHALLENGES AS SEEN IN RETROSPECT, WHERE THE PROGRAM COULD BE STRENGTHENED IF RESOURCES WERE AVAILABLE, ACTIVITIES THAT APPEAR TO HAVE HAD THE GREATEST IMPACT IN PROMOTING EXPORTS, PRODUCT MARKETS GAINED, DEFENDED, OR LOST, AND THE LIKE.

CHRISTOPHER

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